

PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS
(Updated April, 2014)

Sections I through III provide for contract-related descriptive information and identification of the evaluator.

Section IV lists the major work elements within our Statement of Work (SOW). Please provide your assessment of the “relevant experience” and “performance” associated with our SOW evidenced within the contract for which you are a reference. Your assessment of the relevancy should reflect the fact that the principal purpose of our contract is to acquire engineering and related services to MESAD and related organizations, as required, for the formulation, design, development, fabrication, integration, testing, verification, and operations of guidance, navigation and control (GN&C) space flight and ground system hardware and software, including development and validation of new technologies to enable future space and science missions. The emphasis in engineering services will be in the area of guidance, navigation, and control systems, which includes GN&C systems engineering, Attitude Control Systems (ACS) hardware and software development, and propulsion engineering and development.

“**Significant Experience**” means that a full range of services was routinely performed by the contractor under the associated SOW element. “**Moderate Experience**” describes a contractor who has experience in several aspects of a work element even though the experience may not have been on a continuous basis or directly related to the purpose of our contract. “**Minimal Experience/Did not Perform**” means that, although at least some aspects of the work may have been performed, such performance was limited in scope or frequency, or the work element was not performed under the contract.

Section V evaluates the contractor’s technical, schedule, and cost performance and management. (Additional pages may be used for comments if desired). It is very important to keep in mind that only performance in the **past 5 years** is relevant. If you cannot answer any questions, please circle “N/R” for Not Rated.

The following definitions are offered for your use in assigning a performance rating for each of the factors in Sections IV and V:

Very High (VH)	The Offeror’s relevant past performance is of exceptional merit, indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
High (H)	The Offeror’s relevant past performance demonstrates very effective performance that would be fully responsive to contract requirements with contract requirements accomplished in a timely, efficient, and economical manner for the most part with only minor problems with little identifiable effect on overall performance.
Moderate (M)	The Offeror’s relevant past performance demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Low (L)	The Offeror’s relevant past performance meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Very Low (VL)	The Offeror’s relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas which, adversely affect overall performance.
N/R	Not Rated

Section VI provides for evaluation of the contractor’s management of cost and award/incentive fee history.

RETURN THIS QUESTIONNAIRE TO
BY **December 15, 2014**.

NASA Goddard Space Flight Center
Attn: Monica Allen, Code 210.8
Greenbelt, MD 20771
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PAST PERFORMANCE QUESTIONNAIRE

I. Contract Information

- A. Name of Company/Division Being Evaluated: _____
- B. Address: _____
- C. Contractor Cage Code and/or DUNS number _____
- D. Contract Number: _____
- E. Contract Type: _____
- F. Period of Performance (including options): From: _____ To: _____
- G. Total Contract Value: _____
- H. Award Information: Competitive: Yes ___ No ___
Basis of Selection: Technical ___ Cost/Price ___
Other (specify) _____

II. Description of Contract

Briefly describe the services provided under this contract:

During the contract performance being evaluated, this firm was the:

Prime Contractor ___ Significant Subcontractor ___ Team Member ___
Other (describe) _____

Does a corporate or business relationship exist between the firm being evaluated and your organization?

Yes ___ No ___. If yes, please describe: _____

III. Evaluator Information

Name: _____
Title: _____
Agency/Company: _____
Address: _____
Phone: _____ Date Questionnaire Completed: _____
Role in Program/Contract: _____
Length of Involvement in this Program/ Contract: _____

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IV. SOW Survey: Relevant Experience and Performance Ratings: Please check the appropriate blocks for both Relevance (Significant, Moderate, Minimal/Did Not Perform) and the Performance (VH, H, M, L, VL, N/R) for each SOW Element Listed below (see page 1 definitions and instructions).

SOW ELEMENT	SIGNIFICANT	MODERATE	MINIMAL/ DID NOT PERFORM	PERFORMANCE RATING (Please circle)					
				VH	H	M	L	VL	N/R
Candidate Study				VH	H	M	L	VL	N/R
Preliminary Analysis Study				VH	H	M	L	VL	N/R
Guidance, Navigation and Control (GN&C) Engineering				VH	H	M	L	VL	N/R
GN&C Systems Engineering				VH	H	M	L	VL	N/R
GN&C Analysis and Simulation				VH	H	M	L	VL	N/R
Component and Hardware Systems Engineering				VH	H	M	L	VL	N/R
Propulsion Engineering				VH	H	M	L	VL	N/R
GN&C Related Engineering Services				VH	H	M	L	VL	N/R
Test Bed & Simulator Design/Development				VH	H	M	L	VL	N/R
Radio Frequency (RF) Engineering				VH	H	M	L	VL	N/R
Optical Engineering				VH	H	M	L	VL	N/R
Detector Engineering				VH	H	M	L	VL	N/R
Laser Engineering				VH	H	M	L	VL	N/R
Systems Engineering				VH	H	M	L	VL	N/R
Multi-Disciplinary Analyses				VH	H	M	L	VL	N/R
Multi-Disciplinary Design				VH	H	M	L	VL	N/R
Fabrication, Assembly and Testing				VH	H	M	L	VL	N/R
Integration, Test, and Verification				VH	H	M	L	VL	N/R
Laboratory and Test Instrumentation				VH	H	M	L	VL	N/R
Launch and Post-Launch Operations				VH	H	M	L	VL	N/R
Mission Assurance and System Safety				VH	H	M	L	VL	N/R
GN&C Systems Technology				VH	H	M	L	VL	N/R
GN&C Electronics Systems Technology				VH	H	M	L	VL	N/R
Software Systems Technology				VH	H	M	L	VL	N/R
Systems Technology				VH	H	M	L	VL	N/R

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V. General Performance Survey

NO	TECHNICAL PERFORMANCE	PERFORMANCE RATING (Please Circle)					
1.	Overall performance in planning and controlling the program	VH	H	M	L	VL	N/R
2.	Quality of technical services and support	VH	H	M	L	VL	N/R
3.	Compliance with technical requirements and performance standards	VH	H	M	L	VL	N/R
4.	Insight in understanding customer requirements and priorities	VH	H	M	L	VL	N/R
5.	Ability to design and/or deliver a product that meets or exceeds performance requirements within costs and schedule	VH	H	M	L	VL	N/R
6.	Initiative in identifying and resolving unforeseen technical problems (causes, impacts, and resolutions)	VH	H	M	L	VL	N/R
7.	Compliance with technical process and control requirements (quality assurance, configuration management, etc.)	VH	H	M	L	VL	N/R
8.	Overall evaluation of technical performance	VH	H	M	L	VL	N/R

NO	SCHEDULE PERFORMANCE (TIMELINESS)	PERFORMANCE RATING (Please Circle)					
9.	Content, accuracy, quality, and timeliness of technical reports and deliverables	VH	H	M	L	VL	N/R
10.	Ability to establish realistic schedule estimates	VH	H	M	L	VL	N/R
11.	Adherence to task schedules	VH	H	M	L	VL	N/R
12.	Timely identification and mitigation of risks	VH	H	M	L	VL	N/R
13.	Timeliness, quality, and accuracy of schedule reporting	VH	H	M	L	VL	N/R
14.	Timeliness, quality, and accuracy of financial (cost and business) reporting	VH	H	M	L	VL	N/R
15.	Overall evaluation of schedule management	VH	H	M	L	VL	N/R

NO	COST PERFORMANCE	PERFORMANCE RATING (Please Circle)					
16.	Adherence to estimated costs and contract cost targets	VH	H	M	L	VL	N/R
17.	Ability to establish realistic cost estimates	VH	H	M	L	VL	N/R
18.	Ability to forecast and control costs	VH	H	M	L	VL	N/R
19.	Ability to anticipate, identify, and control cost growth	VH	H	M	L	VL	N/R
20.	Ability to submit accurate and timely financial reports	VH	H	M	L	VL	N/R
21.	Overall evaluation of cost performance	VH	H	M	L	VL	N/R

NO	PROGRAM/CONTRACT MANAGEMENT PERFORMANCE	PERFORMANCE RATING (Please Circle)					
		VH	H	M	L	VL	N/R
22.	Communicating and interfacing with Government	VH	H	M	L	VL	N/R
23.	Ability to recruit and retain highly skilled personnel, including ability to fill key vacancies in a timely manner.	VH	H	M	L	VL	N/R
24.	Ability to handle fluctuating workloads	VH	H	M	L	VL	N/R
25.	Ability to effectively plan efforts, provide realistic cost and schedule estimates, etc.	VH	H	M	L	VL	N/R
26.	Contractor's ability to identify and correct performance deficiencies	VH	H	M	L	VL	N/R
27.	Adequacy of Contractor's system(s) for processing task orders and/or changes.	VH	H	M	L	VL	N/R
28.	Ability to effectively manage subcontractor performance	VH	H	M	L	VL	N/R
29.	Ability to build effective working relationships with associate contractors, subcontractors and the Government in a team environment.	VH	H	M	L	VL	N/R
30.	Ability to manage multiple and diverse projects/tasks from planning through execution phases	VH	H	M	L	VL	N/R
31.	Rate the Contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction	VH	H	M	L	VL	N/R
32.	Overall responsiveness to Government requests	VH	H	M	L	VL	N/R
33.	Overall evaluation of program and contract management	VH	H	M	L	VL	N/R

NO	SAFETY PERFORMANCE	PERFORMANCE RATING (Please Circle)					
		VH	H	M	L	VL	N/R
34.	Adherence to safety and health procedures	VH	H	M	L	VL	N/R
35.	Demonstrated understanding and compliance with mission safety requirements	VH	H	M	L	VL	N/R
36.	Overall Safety and Health (injury/illness) record	VH	H	M	L	VL	N/R

PAST PERFORMANCE QUESTIONNAIRE

Section VI:

What is the Contract Value:

	Initial Value	Current Value
Estimated Cost:	\$ _____	\$ _____
Fee:	\$ _____	\$ _____
Total Value:	\$ _____	\$ _____

Briefly describe any change(s) from original contract value:

What are the total contract expenditures to date (cost/fees to date based on invoices, reports, etc)?

What is the **Annual** Contract Value to Date (The current contract expenditures to date divided by the number of years of performance to date)?

Was there a cost overrun? () Yes () No
If yes, please explain:

If this was an award fee contract, what are the individual and/or average ratings of performance by your organization? Please attach any available award fee letters or database entries

Please comment on particularly strong/weak points of Contractor's performance (technical, schedule, and/or cost).

Overall Contract Performance Rating (circle one)

Very High High Moderate Low Very Low

Would you select this Contractor Again? () Yes () No

Please add any other comments you may feel are pertinent.

Rater's Signature

Date